



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027822R10002

ISSUANCE DATE: October 28, 2021

CLOSING DATE/TIME: November 11, 2021
11:59 p.m. Amman local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia Rogers Digitally signed by Cynthia Rogers
Date: 2021.10.27 13:18:08 +03'00'

Cynthia B. Rogers
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027822R10002
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** October 28, 2021
- 4. CLOSING DATE/TIME:** November 11, 2021, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Specialist (Engineer)
Education & Youth Office
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 22,970 – JOD 37,894** Equivalent to **Grade FSN-10**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to: ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for a Project Management Specialist (Engineer) at the Education and Youth (EDY) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Project Management Specialist (Engineer) is a technical FSN and a key member of the USAID/Jordan Education and Youth (EDY) Office. The incumbent will report to the Senior Engineering Advisor. S/he is responsible for conducting monitoring field visits to construction projects, attending meetings with implementing partners and host country counterparts, reviewing Architect-Engineering designs, and managing construction activities. This includes conducting assessments, preparing reports and recommendations for the EDY Senior Engineer's approval. Additionally, the Project Management Specialist (Engineer) is expected to review and comment on technical reports, feasibility studies, environmental assessments, engineering designs, construction contract documents, and contractors' pre-qualifications and bid submittals – ensuring that all USAID-funded contract documents comply with USAID rules and regulations. S/he is required to contribute to resource requests, visits from high-level officials, and organization of events.

Major Duties and Responsibilities:

Activity Management

The Project Management Specialist (Engineer) serves as a Contracting/Agreement Officer's Representative (COR/AOR) for infrastructure mechanisms. S/he is responsible for project management and monitoring the compliance of implementing partners of USAID-funded education-related construction activities with the established technical requirements, procedures and quality standards. These projects include school construction, expansion, renovation, furnishing and other infrastructure initiatives. S/he is responsible for developing technical and internal memos related to the design and implementation of infrastructure related activities including activity approval documents, and other requirements and approvals as required by USAID regulations. S/he participates in committees to design projects, prepare scopes of work, prepare government cost estimates, evaluate technical proposals and recommend the award of engineering services, technical assistance and commodity procurement contracts. S/he is responsible for preparing reports related to the school infrastructure projects including progress reports, financial reports and other technical reports.

Field Visits

The Project Management Specialist (Engineer) is responsible for conducting regular field visits to construction sites. S/he is responsible to observe and document the compliance of construction contractors and supervision firms on-site with the approved contracts terms including site safety, quality control, and work progress. S/he is responsible for developing field visits reports and logs for required actions or recommendations to be addressed.

Administration and Support

The Project Management Specialist (Engineer) assists EDY in appropriate technical, outreach and administrative tasks related to USAID programming including, but not limited to preparing reports, technical documentation, revision of briefers, input into website, and coordination of events.

Coordination and Representation

The Project Management Specialist (Engineer) develops and maintains close professional contacts at semi-ministerial and the GOJ counterpart agencies affiliated with infrastructure activities. S/he advises the GOJ counterparts regarding USAID contracting and procurement policies and regulations. The incumbent coordinates with donors, attends, manages and organizes donor coordination meetings related to school infrastructure activities.

Supervisory Relationship

The Project Management Specialist (Engineer) reports to the Senior Engineering Advisor within the EDY Office. The incumbent operates independently, and the work is reviewed primarily in terms of results achieved. Incumbent sets priorities and fixes deadlines for job objectives in consultation with his/her supervisor.

Supervisory Controls

Supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances and be eligible to complete a 12-month contract. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. **Education:** B.Sc. Degree in Civil Engineering or Architecture is required. Supporting documentation (i.e., copy of bachelor's degree must be included in the application for eligibility purposes).
- b. **Prior Work Experience:** A Minimum of three years of progressively responsible and professional experience in managing design, construction or supervising construction of building projects is required. Relevant professional experience in project development with governmental agencies, private sector, international donors, or non- governmental organizations (NGOs) is required.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.
- d. **Skills and abilities:** The Project Management Specialist (Engineer) must demonstrate strong technical, analytical, and conceptual skills to analyze issues and recommend and present solutions and/or options. S/he must demonstrate project management skills related to school construction oversight, including financial management skills. Additionally, s/he must possess the ability to manage a variety of tasks simultaneously, work collaboratively as part of a team, and interact effectively with senior level officials. Must have the ability to effectively communicate complicated policy, strategy, and project issues orally, as well as must be able to write in a clear, concise, and well- organized manner. S/he should have excellent interpersonal and bureaucratic skills in order to coordinate successfully with varied stakeholders (both government and non-government). The ability to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in meetings with local government, NGOs, and other donors and in conferences, seminars, workshops, etc., is required. Finally, demonstrated computer skills in specialized software including Windows and Microsoft Office suite and ability to navigate the Internet with ease are both required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience: 20%
- b. Language Proficiency: 10%
- c. Skills and abilities: 70%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number. *
- b. Copy of the Jordanian National ID or Jordanian Passport. *
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. **COVID-19 Vaccination Proof.** *
- e. Filled and signed Universal Application for Employment (DS-0174).

***Failure to submit items from a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. Taxes

Based on Department of State policies and regulations, the U.S. Mission cannot either withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov